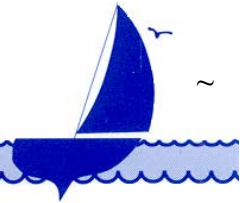




City of Des Moines, Washington

JOB DESCRIPTION



BUILDING OFFICIAL

Regular, Full-time

Salary Grade: E-32

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Technician

Nature of Work

Under the general direction of the Planning, Building, and Public Works Director, the Building Official manages the operations of the Building Division; coordinates the permit process with other City divisions and departments; coordinates the interpretation and enforcement of code and ordinance issues; assures the compliance of construction projects with adopted code requirements; prepares and controls division budget; performs various administrative functions including technical report preparation; supervises, evaluates and trains assigned personnel.

Essential Functions

- Manages the daily operations of the Building Division including work assignments, interpretation of code-related issues and coordination with other City departments involved in the permit process.
- Assumes in the absence of the Planning, Building and Public Works Director, the duties and responsibilities of the Director when so delegated or as required.
- Conducts structural and non-structural plan checks on proposed residential, commercial and public building and development projects to ensure compliance with uniform code requirements, state laws and municipal ordinances. Approves or disapproves plans, alterations and changes.
- Performs supervisory and technical work in administering and enforcing the National Electrical Code, Ordinances, and accepted standards relating to electrical systems and equipment installation in commercial and residential buildings. Develops and administers Electrical Code procedures, policies, and procedures.
- Provides technical direction to plan review staff to assure that fire and life safety and structural concerns have been addressed; monitors and reviews the work of assigned personnel to verify compliance with established procedures including any inter-local agreements.
- Coordinates plan reviews, inspections and enforcement actions with the appropriate staff and agency.
- Selects, trains, motivates and evaluates building code personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Directs, coordinates and reviews the work plan for building inspections and plan reviews; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.

- Establishes procedures for accomplishing the intake, routing, review and inspection of individual projects; monitors code enforcement procedures for consistency with state law, local ordinances and federal requirements; revises procedures as necessary to maintain due process requirements and preservation of individual civil rights.
- Provides administrative functions including budget preparation and implementation; reviews and recommends approval of budget expenditure requests; provides updates of division activity to the Director; prepares division budget line item expenditures based on division staffing levels and estimated cost of operation; prepares revenue details based on anticipated construction levels for inclusion in the City budget.
- Reviews State Building Code, proposed new code provisions and new legislative bills for enforcement reality and compatibility with City ordinances and codes; drafts comments for proposed ordinances addressing building-related codes and building code enforcement related issues.
- Establishes permit and review fees for all code disciplines.
- Issues and authorizes "Stop Work" orders and "Unsafe for Occupation" notices; coordinates with police, code enforcement, fire, and various state and county agencies to bring local unsafe and hazardous residential, commercial, and vacant properties into code compliance.
- Conducts pre-application and pre-construction meetings. Communicates with developers, contractors, architects, engineers and homeowners to provide information regarding permit process, construction requirements and code interpretations.
- Reviews and approves proposed alternative materials and methods of construction.
- Monitors and expedites land use processes to closure of project, including bonding and recording requirements.
- Researches problems and complaints concerning commercial and residential buildings, building construction and code compliance; resolves complex and emotional customer service issues; maintains records and documents of customer service issues and resolutions.
- Supervises or provides liaison and staff support to City commissions, boards, and committees. Works with the City Attorney and other staff on difficult code compliance and interpretations and provides legal assistance as it relates to Fire Department enforcement.
- Represents the City at building code conferences and informational meetings.
- Monitors, evaluates and directs City Hall business transactions with front counter staff.
- Directs and supervises Building Division structural evaluation staff in the Emergency Operations Center.
- Serves as Inspection Staff Coordinator during disaster response. Organizes and supervises designated Deputy Building Inspectors in damage assessment.
- Responds to field emergencies and coordinates appropriate response within City and outside Emergency Services personnel.
- Serves as staff advisor to Building Code Board of Appeals for the City of SeaTac.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- National Electrical Code (NEC), International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), International Fuel Gas Code (IFGC), Federal Accessibility requirements and restrictions and State and Local Construction Codes.
- Plan review methods, procedures, and techniques; construction procedures and methods; code violation investigation procedures, report preparation and records maintenance procedures, oral and written communication skills, technical knowledge of construction methods including structural design of all types of commercial and residential structures
- Interpersonal skills employing tact, patience and courtesy.
- Mediation and problem-solving techniques.
- Health and safety regulations.
- Perform plan review for all types of residential and commercial structures.
- Operate and maintain automated permit tracking system.
- Perform field inspections of facilities under construction or alteration.
- Verify compliance with building codes and City ordinances.
- Work and communicate effectively with the public, contractors, developers, local institutions, public utilities and co-workers.
- Resolve conflicts in a positive manner.
- Read and interpret codes and plans.
- Testify in court and at other legal proceedings.
- Work independently with little direct supervision.
- Organize and maintain accurate records.
- Prepare clear and concise correspondence and written materials.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Observe legal and defensive driving practices.
- Relate to other people beyond giving and receiving instructions.

Education and Experience Requirements

- Two years of college level work in engineering, architecture or related field and two years' experience in general building construction.
- Experience as a building inspector may be substituted for one year of experience.
- Experience as a code enforcement officer may be substituted for one year of experience.
- Experience as a plans examiner in a public agency may be substituted for the education on a year-for-year basis.
- ICBO certification as a building inspector and plans examiner may be substituted for one year of education.

Special Requirements

Required Occupational Licenses:

- ICC Building Code Official Certification.
- ICC Plans Examiner Certification.
- ICC Building Inspector Certification.
- ICC Electrical Inspector Certification.

- ICC Plumbing Inspector Certification.
- ICC Mechanical Inspector Certification.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Environment: Indoor and outdoor work environment; subject to driving a vehicle to conduct work. Indoor environment can include sitting and standing for extended periods of time. In addition, this position may require extended periods using computers and telephones. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.
- Physical Abilities: Sitting, standing, climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2018.